

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT District Attorney	(2) MEETING DATE 10/18/2016	(3) CONTACT/PHONE Dan Dow, District Attorney 781-5800	
(4) SUBJECT Submittal of a resolution amending Fund Center 132 - District Attorney's Position Allocation List (PAL) to delete a 0.50 FTE Administrative Assistant position and add a 1.00 FTE Administrative Services Manager position to reorganize and improve fiscal and administrative management of the District Attorney's Office. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board approve a resolution amending the Position Allocation List for Fund Center 132 – District Attorney to: 1) Delete a 0.50 FTE Administrative Assistant (AA) position; and 2) Add 1.00 FTE Administrative Services Manager (ASM) position.			
(6) FUNDING SOURCE(S) General Fund Support	(7) CURRENT YEAR FINANCIAL IMPACT \$33,928 offset with expenditure savings	(8) ANNUAL FINANCIAL IMPACT \$104,941 beginning FY 2017-18	(9) BUDGETED? No
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Geoff O'Quest, Administrative Analyst			
(18) SUPERVISOR DISTRICT(S) All Districts-			

County of San Luis Obispo



TO: Board of Supervisors

FROM: District Attorney / Dan Dow, District Attorney
781-5800

DATE: 10/18/2016

SUBJECT: Submittal of a resolution amending Fund Center 132 - District Attorney's Position Allocation List (PAL) to delete a 0.50 FTE Administrative Assistant position and add a 1.00 FTE Administrative Services Manager position to reorganize and improve fiscal and administrative management of the District Attorney's Office. All Districts.

RECOMMENDATION

It is recommended that the Board approve a resolution amending the Position Allocation List for Fund Center 132 – District Attorney to:

- 1) Delete a 0.50 FTE Administrative Assistant (AA) position; and
- 2) Add 1.00 FTE Administrative Services Manager (ASM) position.

DISCUSSION

Prior to February 2012, the District Attorney's Office budget and fiscal position was classified as an Administrative Services Manager (ASM). After the long time ASM retired in May 2011, the District Attorney's Office restructured the fiscal and administrative division to reduce costs during the final years of the seven year "pain plan." The 2012 restructuring deleted the elected District Attorney's executive assistant (then classified as a Secretary I) and deleted the ASM position. At that time, the Secretary was promoted to a new Administrative Services Officer (ASO) II position and was assigned the duties of both the executive assistant and the budget/fiscal officer.

The individual who has filled both of these roles has consistently been required to work a highly demanding number of hours per week and due to the competing demands has been unable to fully perform both roles. As demands have increased and due to the complexity of each role the District Attorney's Office is experiencing a need for two separate full-time positions, one to perform functions of a budget/fiscal officer and the other to serve as chief of staff for the District Attorney and executive management team.

Our current reorganization proposal will eliminate a currently vacant 0.50 FTE Administrative Assistant position and will realign the responsibilities for budget/fiscal management to a new ASM position. This will result in fiscal/budget resources to be comprised of an ASM and a Senior Accounting Clerk. Additionally, the recently vacant ASO II position will be realigned as the chief of staff and will serve as primary support for the elected District Attorney and will also support the executive management team consisting of the Assistant District Attorney, the Chief Investigator, and Chief Deputy District Attorneys.

In addition the ASO II will be utilized to serve as backup for the ASM as needed to fill in for vacation or other leaves as they arise.

The ASO II position has recently become vacant. Both the ASO and ASM positions are planned to be filled via an external recruitment. Due to the critical requirement to immediately fill the budget/fiscal position, the District Attorney seeks immediate approval of this resolution to minimize risk to the department.

OTHER AGENCY INVOLVEMENT/IMPACT

The District Attorney's Office consulted with the County Administrative Office and the Human Resources Department on this request.

FINANCIAL CONSIDERATIONS

There will be no impact to the District Attorney's budgeted level of General Fund Support in the current fiscal year, as the increase in expense for the converted position will be absorbed by expenditure savings. In future years, this realignment will represent an increase in costs to the District Attorney annual budget equal to less than one quarter of one percent of the total District Attorney budget and approximately 1.2% of current amount of General Fund Support.

Action	Position	FTE	Salary	Benefits	Total	
Delete	Administrative Assistant (AA) III	-0.50	(18,294)	(12,896)	(31,190)	Budgeted, 12 months
Add	Administrative Services Manager (ASM)	1.00	40,113	25,005	65,118	New, 6 months
	Net Change, FY 2016-17	0.50	21,819	12,109	38,928	

Action	Position	FTE	Salary	Benefits	Total	
Delete	Administrative Assistant (AA) III	-0.50	(18,294)	(12,896)	(31,190)	12 months
Add	Administrative Services Manager (ASM)	1.00	84,240	51,891	136,131	12 months
	Net Change, FY 2017-18	0.50	65,946	38,995	104,941	

Action	Position	FTE	Salary	Benefits	Total	
Delete	Administrative Assistant (AA) III	-0.50	(22,236)	(14,337)	(36,573)	12 months, max step
Add	Administrative Services Manager (ASM)	1.00	97,532	58,119	155,651	12 months, max step
	Net Change at Maximum Step	0.50	75,296	43,782	119,078	

RESULTS

This proposal will address the current inadequacy of position alignment for fiscal/budget duties and support of the District Attorney and the executive management team. It will properly realign the fiscal/budget position as an ASM and allow for a chief of staff position to be implemented. It will also allow for back-up of these important functions, providing continuous operations in these areas. Implementing this organizational structure will enhance overall fiscal and administrative office support and make the District Attorney's office more effective.

ATTACHMENTS

1. FC 132 PAL Resolution to delete 0.50 FTE AA and add 1.00 FTE ASM